



**General Services Administration (GSA)
Federal Acquisition Service**

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage: a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov/>.

Mission Oriented Business Integrated Services (MOBIS)
Federal Supply Group: 874 Class: R499

Contractor Number: GS-10F-127AA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

CONTRACT PERIOD: April 1, 2013 through March 31, 2018

Contractor Information:

FEFA, LLC

1700 Rockville Pike, Suite 400, Rockville, MD 20852-1631
www.fefallc.com * Ph: 301-998-6584 * Fax: 202-521-1808

Contract Administration: Tyson Bellamy
Email: tbellamy@fefallc.com
Business Size: Small, Disadvantaged Business

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CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Numbers (SINs) with appropriate cross-reference to page numbers:**

874-1- Integrated Consulting Services

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (Delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None
- 8. Prompt payment terms:** Net 30
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept above the micro-purchase threshold
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):**
Specified on the Task Order
- 11b. Expedited Delivery:** Please Contact Contractor
- 11c. Overnight and 2-day delivery:** Please Contact Contractor
- 11d. Urgent Requirements:** Please Contact Contractor



12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address(es):**
FEFA, LLC
1700 Rockville Pike, Suite 400
Rockville, MD 20852-1631
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment Address(es):**
FEFA, LLC
1700 Rockville Pike, Suite 400
Rockville, MD 20852-1631
15. **Warranty Provision:** Standard Commercial Warranty
16. **Export Packing Charges (if applicable):** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Please Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
19. **Terms and conditions of installation:** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers (if applicable):** Not Applicable
23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and /or reduced pollutants:** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show**



where full details can be found www.fefallc.com. The EIT standards can be found at: www.Section508.gov/.

- 25. **Data Universal Numbering System (DUNS) number:** 135174832
- 26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** Active and Current

GSA AWARDED RATES

LABOR CATEGORY & HOURLY RATE	4/1/13-3/31/14	4/1/14-3/31/15	4/1/15-3/31/16	4/1/16-3/31/17	4/1/17-3/31/18
Senior Adviser	\$244.33	\$250.44	\$256.70	\$263.12	\$269.70
Principal Consultant	\$146.60	\$150.26	\$154.02	\$157.87	\$161.82
Senior Consultant	\$131.94	\$135.24	\$138.62	\$142.08	\$145.64
Program Manager II	\$155.62	\$159.51	\$163.50	\$167.58	\$171.77
Program Manager I	\$143.22	\$146.80	\$150.47	\$154.24	\$158.09
Project Manager	\$125.14	\$128.27	\$131.47	\$134.76	\$138.13
Consultant	\$109.95	\$112.70	\$115.52	\$118.40	\$121.36
Senior Management Analyst	\$95.72	\$98.11	\$100.56	\$103.08	\$105.65
Management Analyst	\$81.36	\$83.39	\$85.48	\$87.62	\$89.81
Technical Writer	\$75.38	\$77.26	\$79.19	\$81.17	\$83.20
Lead Business Analyst	\$142.10	\$145.66	\$149.30	\$153.03	\$156.85

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



LABOR CATEGORY DESCRIPTIONS

Senior Advisor

Minimum/General Experience: This position requires a minimum of 18 years of progressively responsible experience in a program-related discipline or specialty area; such as, best practices or evidenced-based methods of and approaches to analyzing, developing, implementing, and/or certifying a specific program's policies and regulations based on standardized forms of performance monitoring and measurement. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.

Minimum Education: Master of Arts or Science degree from an accredited college or university in a related scientific, business, or other relevant professional discipline. A Bachelor of Arts or Science degree with a minimum of 20 years of relevant experience may be substituted for a Master of Arts or Science degree.

Functional Responsibilities:

- Performs highly complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients (for example, a thorough understanding of the ISO 9000 requirements for implementing and certifying an agency's Quality Management System).
- Provides guidance, advice, subject matter expertise, and direction to project team, typically in an advisory capacity
- Provides guidance in the preparation of analyses, reports and/or presentations.
- Demonstrates expertise in the use of a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- Advises clients of options and next steps.
- May define and direct relevant specifications and tasks to be performed by team members, defines target dates of tasks and subtasks.
- Provides guidance and direction regarding output and ensuring the adequacy of the end product meets or exceeds requirements.
- In an advisory capacity, ensures successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- Demonstrates exceptional oral and written communications skills.

Principal Consultant

Minimum/General Experience: This position requires a minimum of 15 years of progressively responsible experience in a program-related discipline or specialty area; such as, best practices or evidenced-based methods of and approaches to analyzing, developing, implementing, and/or certifying a specific program's policies and regulations based on standardized forms of performance monitoring and measurement. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.



Minimum Education: Master of Arts or Science degree from an accredited college or university in a related scientific, business, or other relevant professional discipline. A Bachelor of Arts or Science degree with a minimum of 17 years of relevant experience may be substituted for a Master of Arts or Science degree.

Functional Responsibilities:

- Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or mission-oriented business process systems as required by clients.
- Directs preparations of analysis, reports and/or presentations.
- Uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- Advises clients of options and next steps.
- Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks.
- Provides guidance and direction regarding output and ensuring the adequacy of the end product meets or exceeds requirements.
- Has responsibility for successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- Demonstrates exceptional oral and written communications skills.

Senior Consultant

Minimum/General Experience: This position requires a minimum of 12 years of progressively responsible experience in a program-related discipline or specialty area; such as, best practices or evidenced-based methods of and approaches to analyzing, developing, implementing, and/or certifying a specific program's policies and regulations based on standardized forms of performance monitoring and measurement. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.

Minimum Education: Master of Arts or Science degree from an accredited college or university in a related scientific, business, or other relevant professional discipline. A Bachelor of Arts or Science degree from an accredited college or university with a minimum 14 years of relevant experience may be substituted for a Master of Arts or Science degree.

Functional Responsibilities:

- Performs moderately complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or assists with the design of new processes, models or systems as required by clients.
- Directs or assists with preparation of analysis, reports and/or presentations.



- Uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- Advises clients of options and next steps.
- Depending upon the scope and complexity of the program or project, may provide project direction or assist the Principal Consultant or Project Manager for the project.
- Provides daily supervision and direction to staff.
- Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks or assists Principal Consultant or Project Manager with same.
- Depending upon the scope and complexity of the program or project may provide guidance and assistance in coordinating output and ensuring the technical adequacy of the end product or assist. For smaller or less complex projects, maintains responsibility for successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- Demonstrates exceptional oral and written communications skills.

Program Manager II

Minimum Experience: This position requires a minimum of 15 years of experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects.

Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in business, management, organizational development, or relevant discipline in the specialty requirements of the project. (Examples may include but not be limited to, economics, biochemistry, environmental policy, or criminal justice).

Functional Responsibility: Provides leadership and authority to the development of large program initiatives. Uses subject matter expertise to direct client solutions and ensure state of the art practices from extensive industry knowledge and experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects. Facilitates understanding across wide range of disciplines and program stakeholders. Responsible for seeking authorization at top executive levels for direction and/or re-direction of costly resources.

Program Manager I

Minimum Experience: This position requires a minimum of 12 years of experience in management, business consulting and/or organizational development environment with record of achievement in the management of large consulting, facilitation management and business process improvement projects.

Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in business, management, or relevant discipline in the specialty requirements of the project. (Examples



may include but not be limited to, economics, biochemistry, environmental policy, or criminal justice).

Functional Responsibility: Manages the contractual relationship with clients and oversees several projects at the programmatic level. Meets and confers with client regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and or participates in project staff meetings and client meetings to resolve issues through application of company resources or experiences gained on other projects.

Project Manager

Minimum/General Experience: This position requires a minimum of 5 years of progressively responsible experience directly related to the duties and responsibilities specified. Current certification as a Project Management Professional (PMP) from a Project Management Institute (PMI) accredited institution with a minimum of 3 years of progressively responsible experience directly related to the duties and responsibilities specified is also acceptable as minimum experience requirements. Demonstrated knowledge of project management principles, practices, techniques and tools is required. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.

Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in business, management, or relevant discipline in the specialty requirements of the project.

Functional Responsibilities:

- Maintains primary responsibility for the management and coordination of integrated project plans including implementation schedules and resource estimates.
- Provides input to the development and implementation of short-and long-range goals, objectives, policies and procedures.
- Monitors and evaluates adherence to schedule, cost estimates, resource utilization, and provides periodic cost and productivity analyses.
- Takes appropriate corrective action to resolve any discrepancies from schedule, budget or quality of deliverables..
- Communicates regularly with customers/clients, management, project staff, vendors, and others as appropriate. Demonstrates exceptional oral and written communications skills.

Consultant

Minimum/General Experience: This position requires a minimum of 8 years of progressively responsible experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.



Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in the relevant discipline of the consultant's expertise which align with the specialty requirements of the project.

Functional Responsibilities:

- Generally assists project lead in the evaluation of client processes, procedures, techniques or systems, as related to management or performance problems or assists with the design of new processes, models or systems as required by clients.
- Assists with the preparation of analysis, reports and/or presentations.
- Carries out day-to-day project tasks such as interviews, data collection, synthesis and analysis.
- Contributes to successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports and customer/client satisfaction.
- Demonstrates excellent oral and written communication skills.

Senior Management Analyst

Minimum/General Experience: This position requires a minimum of 4 years of relevant experience in analyzing, monitoring, and/or measuring mission-oriented business processes. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems. Good written and oral communication skills are required.

Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in business, management, or relevant discipline in the specialty requirements of the project.

Functional Responsibilities:

- Supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing analytic and programmatic support.
- Coordinates team activities, communication and deliverables.
- Completes research and analysis, analyzes and synthesizes information using problem-solving, evaluation and critical thinking skills.
- Assists with work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.
- Assists with the development of mission-oriented and project-related requirements.
- Provides guidance and direction for clients and other team members.

Management Analyst

Minimum/General Experience: This position requires a minimum of 3 years of relevant experience in analyzing, monitoring, and/or measuring mission-oriented business processes. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems,



and desktop publishing systems. Good written and oral communication skills are required.

Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in business, management, or relevant discipline in the specialty requirements of the project.

Functional Responsibilities:

- Supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing analytic and technical support.
- Completes research and analysis, gathers analyzes and synthesizes information using evaluation and critical thinking skills.
- Assists with work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.
- Assists with the development of mission-oriented and project-related requirements.

Technical Writer

Minimum/General Experience: This position requires a minimum of 2 years of experience in development of professional documents, reports, presentations, and other publications. Requires exceptional proficiency with the written word and English language. Must have demonstrated ability to work independently or under only general direction. Bi- or multi-lingual capabilities (e.g., Spanish) are desired but not required. This position requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.

Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in communications, English, or relevant discipline in the specialty requirements of the project.

Functional Responsibilities:

- Responsible for development and/or editing of written material for reports, questionnaires, surveys, assessments, psychometric instruments and promotional and marketing material.
- Develops charts, tables, illustrations and a variety of graphical elements to support, clarify and elucidate the written material.
- Assists with the preparation of analysis and/or presentation.
- Demonstrates exceptional oral and written communications skills

Lead Business Analyst

Minimum/General Experience: This position requires a minimum of 10 years of progressively responsible experience in management, business consulting and/or organizational development environment with record of achievement in the leading of large consulting and business process improvement projects. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..



Minimum Education: Bachelor of Arts or Science degree from an accredited college or university in business, management, or relevant discipline in the specialty requirements of the project.

Functional Responsibilities:

- Generally leads tasks or projects in the evaluation of client processes, procedures, techniques or systems, as related to management or performance problems or assists with the design of new processes, models or systems as required by clients.
- Assists with the preparation of analysis, reports and/or presentations.
- Carries out day-to-day project tasks such as interviews, data collection, synthesis and analysis.
- Contributes to successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports and customer/client satisfaction.
- Demonstrates excellent oral and written communication skills.